



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF HUMAN RESOURCES**

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 66**

**EFFECTIVE DATE:** March 29, 2004

**SUBJECT:** Flexible Special Entrance Rate for Printing Finishing Specialist 2

**AUTHORIZATION:** \_\_\_\_\_  
Whitman J. Kling, Jr., Deputy Undersecretary

**I. POLICY:**

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement a Flexible Special Entrance Rate for positions in the Printing Finishing Specialist 2 job title.

**II. PURPOSE:**

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

**IV. PROCEDURE:**

As of March 29, 2004, individuals hired in positions that are in the Finishing Printing Specialist 2 job title will be hired at the established Special Entrance Rate.

Personnel Action Requests (PAR) requesting an appointment in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

Effective March 29, 2004, employees who occupy positions in the Printing Finishing Specialist 2 job title and whose pay is below the Special Entrance Rate, will be increased in pay up to the Special Entrance Rate.

**V. QUESTIONS:**

Any questions regarding this policy should be directed to the Office of Human Resources.

## **ADDENDUM A**

Effective November 25, 2003, the Civil Service Commission approved statewide Flexible Special Entrance Rates for all jobs in the WS pay schedule.

The following chart reflects:

1. The job code, title and pay level of the job affected, and
2. The actual hire rate that will be utilized by the DOA when filling positions in this job from March 29, 2004 forward.

<b>Job Code</b>	<b>Title</b>	<b>Pay Level</b>	<b>Biweekly Hire Rate 3/29/04</b>
103670	Printing Finishing Specialist 2	WS-212	\$1,139.20